



MEMORANDUM

From the desk of...

PATRICIA TOBIAS

Administrative Director of the Courts

Idaho Supreme Court

208-334-2246 (Phone)

ptobias@idcourts.net

To: Elected Clerks, Lead Deputy Clerks, and Deputy Clerks

Subject: Recruitment of Two Deputy Clerks to Assist with Design and Implementation of a New Web-Based ISTARS

Date: September 7, 2012

In June of this year, the Court contracted with expert IT consultants to conduct an assessment of the current state of technology efforts in the Idaho courts. A particular focus of the report was the case management system, ISTARS. The consultants recommended the Court convert to FullCourt Enterprise (a newer, web-based version of ISTARS) as quickly as possible and to make implementation of FullCourt Enterprise the highest IT priority. The Idaho Supreme Court has embraced this recommendation. Implementation of e-filing has been placed on hold and will be implemented following the ISTARS conversion.

In the meantime, the Court is working to build capacity for this significant undertaking. The consultants recommended a handful of positions needed to support existing and upcoming IT projects, including two-full-time, experienced clerk's office staff detailed to the Supreme Court for two years to support the new ISTARS and electronic filing implementations.

The purpose of this memorandum is to alert you of this need and to ask that you consider loaning to the Supreme Court an experienced deputy clerk to assist in these important projects. It is envisioned that the county will continue to employ the deputy clerk and the Supreme Court will reimburse the county for that position. The two positions will work under the direction of Julie Cottrell, the ISTARS Coordinator.

The major duties and responsibilities of the ISTARS support positions include the following:

- Assist with the gap analysis of current and new ISTARS functionality.
- Assist with the integration of the ISTARS application with business practices.
- Assist with the development of a proposed solution to address the multiple person records issue prior to data conversion.
- Assist with the design of data exchanges with all justice partners.
- Assist with the development and implementation of transition plans for state statistical reporting, the data repository, Ada County, jury, prosecutor interface, and public defender interface.
- Assist with the development of training materials and effective delivery of that training.

- Assist with the pilots and statewide implementation of the upgraded ISTARS and e-filing statewide.
- Other duties as assigned.

Minimum Qualifications

- Ten years of experience working as a court clerk, two years of which must be at a supervisory or lead clerk level.*
- Extensive knowledge of case processing knowledge, including the appellate, district court, and magistrates division.
- Thorough knowledge of legal terminology and forms as well as methods and procedures of the court system.
- Extensive knowledge of and experience working with ISTARS;
- Skill in working cooperatively with others to develop policies and practices.
- Skill in gathering and analyzing data and data systems.
- Skill in working and communicating with others to provide consultation and problem resolution.
- Skill in establishing and maintaining an effective, cooperative work environment.
- Ability to express ideas and communicate suggestions and recommendations clearly and concisely, both orally and in writing.
- Ability to work independently with very little direction and prioritize and manage time well; organize work in order to meet deadlines of multiple projects and achieve desired work results.
- Ability to learn and understand the appropriate sections of the Idaho Code.

*Experienced clerks who have retired within the last year (on or after October 1, 2011) are also welcome to apply, but must be aware of the implications that returning to full-time work will have on their PERSI retirement benefits, including reimbursement to PERSI of any retirement benefits received after returning to work. For more information about returning to work and suspending a retirement benefit, please contact the PERSI Answer Center at 1-800-451-8228.

Application Instructions

If interested in being considered for this opportunity, please complete the attached application and submit it, along with your cover letter and resume, to hr@idcourts.net or to the Human Resource Office, P. O. Box 83720, Boise, ID 83720-0101. Application packets must be received by **Friday, September 28, 2012, by 5:00 p.m., MDT.**

Please note: if currently employed, the elected clerk of the court must sign the application form indicating the county is willing to enter into a memorandum of understanding with the Idaho Supreme Court regarding the terms and conditions of this arrangement.

The State of Idaho is an equal opportunity employer. Disabled applicants: If you have a mental or physical impairment, which limits one of your major life activities (e.g. walking, hearing, seeing, speaking, breathing, or learning) and require accommodations for applying or interviewing, it is your responsibility to notify Human Resources at least 3 working days before application closing date or the interview date.

IDAHO JUDICIAL BRANCH APPLICATION

The information you provide in this application will be used, among other things, to assess your qualifications and suitability for the position for which you have applied. If you have any questions, please contact Human Resources at hr@idcourts.net.

PERSONAL (requested for verification and contact purposes)

1. Your Name (Please print or type)					
Last		First		Middle	
2. Please list address at which you can be contacted.					
Number #	Street	Apt	City	State	Zip Code
3. Please list the local telephone number(s) at which you can be contacted.			Daytime	Evening	

EDUCATION

4. Name and location of school (city and state)		Dates Attended	Type of Degree (if applicable) or Courses
Secondary			
College			
College			
Other (Professional)			

EXPERIENCE AND EMPLOYMENT

5. Beginning with your most current employment, please list all jobs (including part-time, temporary, and voluntary positions) you have held in the past 10 years. (For the purposes of this application, volunteer work should be included as employment.) For identification and verification, please indicate the nature of the activity; i.e. full-time, part-time, or voluntary. If you have had intervening periods where you were not employed, please list those periods in the spaces provided. If you need more space for positions or

gaps, please attach additional sheets with the information.			
From	To	Name of Employer	Type of Business
Exact title of position		Address of employer (inc. Zip Code)	
Your duties are:			Number Supervised
Name and title of your supervisor		Phone (Include Area Code) -	
		Email address -	
Current Salary		Starting Salary	
Reason for leaving/desiring to leave (be specific- "personal" will not be accepted)			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please explain any gaps:

From	To	Name of Employer	Type of Business
Exact title of position		Address of employer (inc. Zip Code)	
Your duties were:			Number Supervised
Name and title of your supervisor		Phone (Include Area Code) -	
		Email address -	
Ending Salary		Starting Salary	
Reason for leaving (be specific- "personal" will not be accepted)			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please explain any gaps:

From	To	Name of Employer	Type of Business
Exact title of position		Address of employer (inc. Zip Code)	
Your duties were:			Number Supervised

Name and title of your supervisor	Phone (Include Area Code) -	
	Email address -	
Ending Salary	Starting Salary	
Reason for leaving (be specific- "personal" will not be accepted)		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please explain any gaps:

From	To	Name of Employer	Type of Business
Exact title of position		Address of employer (inc. Zip Code)	
Your duties were:			Number Supervised
Name and title of your supervisor		Phone (Include Area Code) -	
		Email address -	
Ending Salary		Starting Salary	
Reason for leaving (be specific- "personal" will not be accepted)		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Please explain any gaps:

<p>6. Has any employer ever investigated you or your work performance as a result of a complaint from a co-worker, supervisor, subordinate or member of the public? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes," give the complete details of each incident on a separate page:</p> <p>Date: _____ Nature of complaint: _____</p> <p>Date: _____ Nature of complaint: _____</p> <p>Were any of the complaints sustained? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>7. Have you received any discipline in the work place? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "yes", please provide a detailed explanation.</p>

LEGAL

<p>8. Have you ever been convicted of any crime? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>**Please include any situation where the sentence was imposed, suspended, deferred, or withheld, and regardless of whether the plea or conviction was withdrawn, dismissed, or expunged.</p> <p>If "yes", please give the following information:</p>		
Approx. Date	Police Agency	Circumstances

<p>9. Have you ever been the subject of a civil restraining order, protection order, or a contact order? <input type="checkbox"/> Yes <input type="checkbox"/> No If “yes”, please explain.</p>		

CERTIFICATION

<p><i>I hereby certify that all statements made in this application are true and complete, and I understand that any misstatements of material facts, deliberate inaccuracies, omissions or incomplete statements will subject me to disqualification or termination of employment if discovered after I become employed.</i></p>	
Signature	Date

ELECTED CLERK’S SIGNATURE

	Date
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